

**NOVI COMMUNITY SCHOOL DISTRICT**  
**Human Resources Department**



**NOTICE OF VACANCY**

**JOB ID: 17957**

**POSITION:** Student Data Manager

**LOCATION:** Educational Services Building

**SCHEDULE:** 250 Work Days, 10 Paid Holidays

**SALARY:** \$57,000 - \$63,000

**POSTING DATE:** June 26, 2015

**DEADLINE:** July 9, 2015

**JOB DESCRIPTION**

The Student Data Manager has the primary responsibility of the District's central enrollment function including the operation, maintenance and support of the district's student information systems at the State and Federal levels. This position manages and/or supports pupil accounting, including day and clock hours, the master schedules, various reporting and provides guidance to all administrators and district programs requiring information systems to improve the learning experience.

**QUALIFICATIONS**

*Required Education/Certification/Skills*

- Bachelor's degree in computer science, information systems or related work experience
- A working knowledge of a number of computer programs and websites including, but not limited to, MiStar XML, CEPI, MICR, CTEIS, REP, VLAC, BAA, MSDS, SRM, TSDL and CRDC
- A working knowledge of computer applications including word processing, excel spreadsheets and data bases
- Must be able to accept and carry out varied assignments on own initiative with consistent systematic approach to the completion of tasks assigned
- Must have the ability to establish effective relationships with various office personnel, staff, administration community officials and parents
- Ability to extract student data from software programs

*Preferred Experience*

- 3-5 years working with student data in school or district setting
- In-depth knowledge of student administration and State and Federal reporting requirements
- In-depth knowledge of the MiStar student information system or equivalent student management system
- In-depth knowledge of pupil accounting rules
- Working experience using computer language

**RESPONSIBILITIES & DUTIES**

- Create and maintain MiStar User accounts for teachers, secretaries, principals, counselors, students and parents (request Citrix logins for Front Office from Oakland Schools as needed)
- Assist administrators and secretaries with building the Master Schedules and the use of the loader
- Provide user assistance in using the various features of MiStar including: Student Editor, Attendance, Grade book, Student Activities, Behavior, Report Card issues, Parent Portal and PayPal, etc.
- Input SCED Codes in MiStar as new courses are added with a high level of accuracy as required for the TSDL
- Manage PIC Numbers for the REP completion in December and June by inputting any PIC numbers for the new teachers in the district as it is required for TSDL
- Develop customized user guides for the MiStar users
- Update the Track editor for each building regarding term dates, snow days, PD days etc.

# NOVI COMMUNITY SCHOOL DISTRICT

## Human Resources Department



- Provide in-house training for MiStar as needed for the new MiStar features and new staff
- Build and assign data sources in MiStar for users to create custom MiStar reports
- Coordinate pupil accounting activities for the district including all buildings, shared time program buildings, etc.
- Assist in completing the pupil accounting packets, reviewing the pupil accounting packets and uploading the packets to Oakland Schools secure site
- Manually calculate FTE's below 1.0 and input those into MiStar State Reporting MSDS FTE (EC Students, Special Ed Students, etc.)
- Work collaboratively with Oakland Schools auditor regarding any pupil accounting issues and handling the desk audit issues
- Serve as the contact person with Oakland Schools in resolving issues with MiStar, inputting, updating and following up on helpdesk tickets with Oakland Schools
- Combine duplicate student accounts in MiStar as it pertains to parent/contact accounts in MiStar
- Review, revise and manage data on a constant basis to minimize issues with reporting timelines
- Manage and supply the picture files to the photographer as needed by the buildings and upload the pictures into MiStar
- Attend MiStar user meetings at Oakland Schools each month
- Attend Oakland Schools pupil accounting meetings held before each count date
- Evaluate the impact of and provide solutions for State and Federal mandates on organization and student information systems
- Support initiatives as presented by the Office of Academics
- Complete racial, ethnic and graduation/dropout rates
- All other duties as assigned by the Assistant Superintendent of Academics

**APPLICATION:** For full consideration of your candidacy, please complete the entire online application on the **Oakland Human Resources Consortium website** at [www.oakland.k12.mi.us/ohrc](http://www.oakland.k12.mi.us/ohrc) by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to the potential volume of paper applications we will only consider applications completed online.

**INTERNAL CANDIDATES:** Submit a letter of interest and current resume to RJ Webber, Assistant Superintendent of Academics via email [rjwebber@novischools.net](mailto:rjwebber@novischools.net) and Sheila Holly via email [sholly@novischools.net](mailto:sholly@novischools.net) so we can appropriately identify you as an internal candidate. You do not need to complete an online application.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of Novi Community Schools that no person shall on the basis of race, color religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be illegally excluded from participation in, be denied the benefits of, or be subjected to dissemination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Schools has appointed a Title VI, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Carol Diglio, Novi Community Schools 25345 Taft Rd., Novi, MI 48374.

*Developing each student's potential with a world-class education*